



GOVERNMENT OF  
NEWFOUNDLAND AND LABRADOR

Department of  
Municipal and Provincial Affairs

**CIRCULARS** - *Engineering Division*

**To:** All Municipal Water, Sewer And Roads Specifications Holders

**Re:** Supplementary Revision to the Municipal Water, Sewer & Road Specifications;  
Tender Form, Stipulated Price Contract, Appendix "A";  
Tender Form, Unit Price Contract, Appendix "B"

**Date:** October 21, 2004

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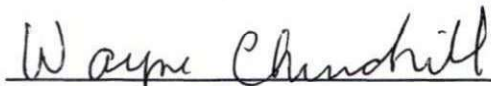
Supplementary Revision to the Municipal Water, Sewer And Road Specifications;  
Tender Form, Stipulated Price Contract, Appendix "A";  
Tender Form, Unit Price Contract, Appendix "B"

Appendix "A" and appendix "B" have been revised forthwith as per the attached sheets.

There has been some confusion on the use of these forms which has resulted in a loss of contracts to bidders and in the owners awarding contracts for more than was necessary. If the information that these forms ask for is not required for the evaluation of the preferred bidder they are not required to be filled out by the bidder. If the owner does not want the information he should include the appropriate appendix in the tender package but clearly mark it "Not Applicable". By including the forms and marking them "Not Applicable" the bidders know that they have received a complete package and that the forms were not omitted from their packages.

If the owner wants information the consultant should fill in the first two columns in the page headed "List of Sub-Contractors". The consultant should indicate in column two what type of information is required. For example, if the 'Work' column indicates "chlorination equipment" column two should indicate either 'sub-contractor' or 'manufacturer' or 'supplier'. If more than one category of information is required the consultant should indicate on a second or third row the other category/categories required.

A "Work Experience Form" is required for each category required on the "List of Sub-Contractors" form. The Consultant should fill in the 'Project' and the 'Work' in the appropriate blanks and ensure that there is one sheet provided for each category required. The forms may be reproduced and printed in landscape format to allow more room for the required information to be filled in.

  
Wayne Churchill, P. Eng.  
Assistant Deputy Minister - Engineering Services

Attach.

**Stipulated Price Contract  
Tender Form  
Appendix "A"**

**List of Sub-Contractors**

Herewith is the list of sub-contractors and/or manufacturers and/or suppliers that shall be employed on this project for each part of the work identified in the table below. It is understood that the use of these sub-contractors and/or manufacturers and/or suppliers is subject to the approval of the Owner.

This appendix was completed and submitted by:

Name \_\_\_\_\_

Address \_\_\_\_\_

Dated, \_\_\_\_\_, and is an integral part of the Tender Form for Project \_\_\_\_\_

And shall be submitted as part of the Form of Tender.

<i>information in this column to be supplied by owner</i>		<i>information in this column to be supplied by bidder</i>	
<i>Work</i>	<i>Category: Sub-contractor or Manufacturer or Supplier</i>	<i>Company Name</i>	<i>Address</i>

For each category identified in the table above, a "Work Experience Form" shall be completed and submitted as part of this Appendix "A".

Bidders shall ensure that a "Work Experience Form" is submitted for each category identified in the table above listed to be employed on this Project. Failure to include all information shall result in the Tender Form being deemed "incomplete" and rejected.



**Stipulated Price Contract  
Tender Form  
Appendix "A"**

**Work Experience Form**

Project \_\_\_\_\_

Work \_\_\_\_\_

Company name \_\_\_\_\_  
(from table on previous page)

This table shall list three projects similar in scope to the work on this contract that the company named above will be expected to perform under this contract.

	<i>Project Title</i>	<i>Owner</i>	<i>Consultant</i>	<i>Reference</i>		
				<i>Company name</i>	<i>Contact name</i>	<i>Telephone #</i>
1.						
2.						
3.						

Bidders shall provide all information requested for each of the three projects mentioned. A minimum of three projects is required. Incomplete forms shall be reason for rejection of bid.

**Unit Price Contract  
Tender Form  
Appendix "B"**

**List of Sub-Contractors**

Herewith is the list of sub-contractors and/or manufacturers and/or suppliers that shall be employed on this project for each part of the work identified in the table below. It is understood that the use of these sub-contractors and/or manufacturers and/or suppliers is subject to the approval of the Owner.

This appendix was completed and submitted by:

Name \_\_\_\_\_

Address \_\_\_\_\_

Dated, \_\_\_\_\_, and is an integral part of the Tender Form for Project \_\_\_\_\_

And shall be submitted as part of the Form of Tender.

<i>information in this column to be supplied by owner</i>		<i>information in this column to be supplied by bidder</i>	
<i>Work</i>	<i>Category: Sub-contractor or Manufacturer or Supplier</i>	<i>Company Name</i>	<i>Address</i>

For each category identified in the table above, a "Work Experience Form" shall be completed and submitted as part of this Appendix "A".

Bidders shall ensure that a "Work Experience Form" is submitted for each category identified in the table above listed to be employed on this Project. Failure to include all information shall result in the Tender Form being deemed "incomplete" and rejected.



**Unit Price Contract  
Tender Form  
Appendix "B"**

**Work Experience Form**

Project \_\_\_\_\_

Work \_\_\_\_\_

Company name \_\_\_\_\_  
(from table on previous page)

This table shall list three projects similar in scope to the work on this contract that the company named above will be expected to perform under this contract.

	<i>Project Title</i>	<i>Owner</i>	<i>Consultant</i>	<i>Reference</i>		
				<i>Company name</i>	<i>Contact name</i>	<i>Telephone #</i>
1.						
2.						
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Bidders shall provide all information requested for each of the three projects mentioned. A minimum of three projects is required. Incomplete forms shall be reason for rejection of bid.